#### An Introduction to Zoom



A resource developed by the Advocate Medical Group Adult Down Syndrome Center This resource is intended to provide basic information about Zoom and is for educational purposes only.

For more information about Zoom, please refer to: **Zoom Help Center**: <u>https://support.zoom.us/hc/en-us</u>

FAQs: <u>https://support.zoom.us/hc/en-us/articles/206175806-Top-Questions</u>

### Why we use Zoom

## Reasons to use Zoom

- Talking with friends and family
- Activities
  - Special Rec, Gigi's Playhouse, Special Olympics
- School/work
- Play games
- Meetings/webinars

#### How to use Zoom

## Creating a Zoom account

- Zoom is free!
- Sign up for a free account at <u>zoom.us</u>



# Schedule a meeting

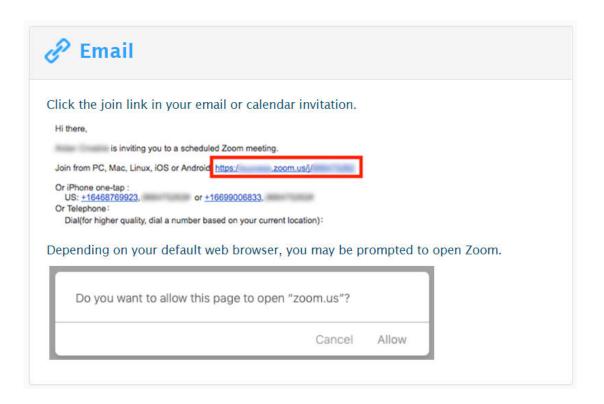
- Once you have an account, you can schedule a meeting!
  - Click on "Schedule a New Meeting"
  - Enter the meeting details
  - Click Save

0	Upcoming Meetings	Previous Meetings	Meeting Templates	
	Schedule a New Meeting	Join a meeting from an H.32	3/SIP room system	
My Meetings > Schedule a Meeting				
Schedule a Meeting				
Торіс	My Meeting			
Description (Optional)	Enter your meeting description			
When	07/23/2020 2:00	~ PM ~		
Duration	1 ~ hr 0 ~ min			
Time Zone	(GMT-5:00) Central Time (US an	d Canada) 🛛 🗸		
Save Cancel				

## Joining a Zoom meeting

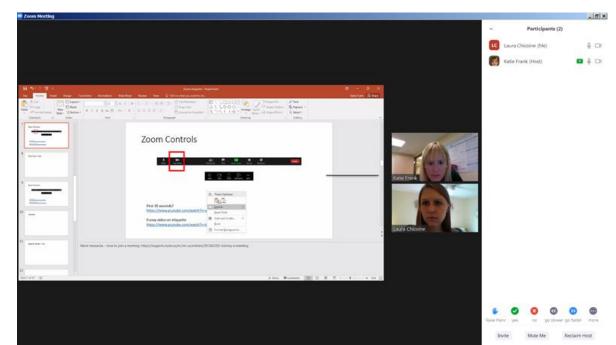
There are multiple ways to join a Zoom meeting. Clicking on a link from an e-mail is a common way.

For questions about joining Zoom meetings, please refer to this link: <u>https://support.zoom.us/hc/en-</u> <u>us/articles/201362193</u>

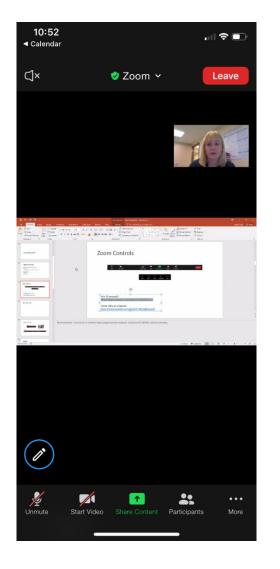


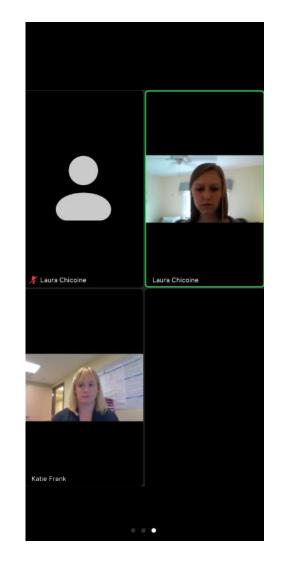
#### Zoom on a Computer

Zoom Meeting ID: 724-285-244 (Not Responding) 😬 Speaker View Nishita Singh ~ **•** • R 3 1. ŵ 0 ۲ Aute My Audio (Alt+A Chat Invite Participants Share Screen Record 1 new notificatio



#### Zoom on a Phone/Tablet



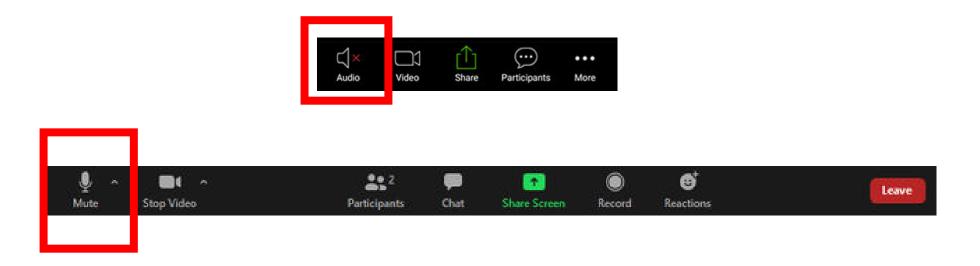


#### Zoom Controls



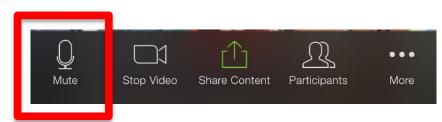






- When you mute your microphone, other people on the call cannot **hear** you.
- It is good to mute your microphone when there is background noise around you.











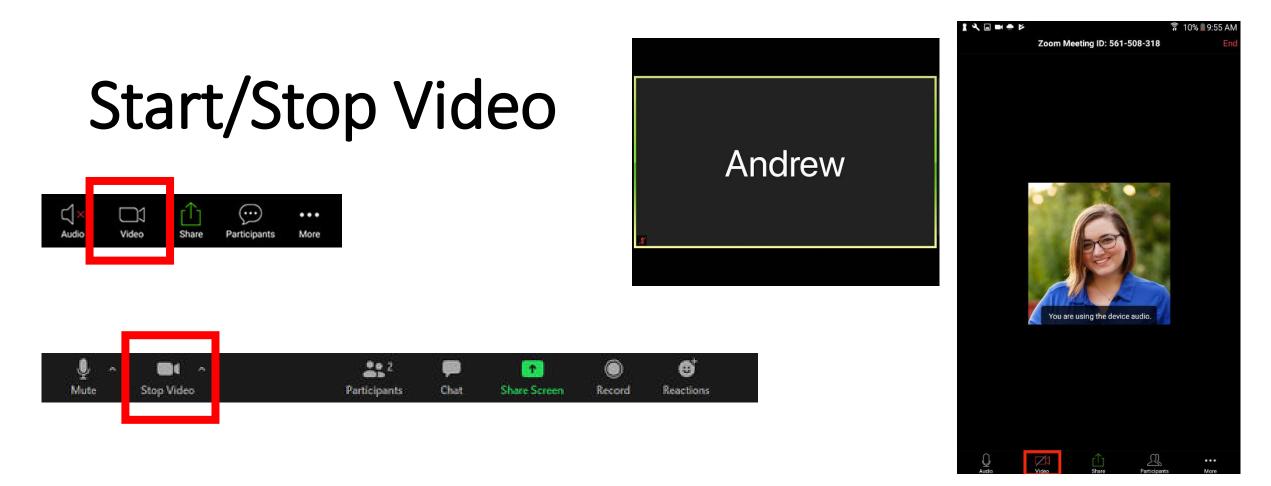
Click or tap on the Mute button (button that looks like a microphone) to mute your microphone. A red slash appears when your microphone is muted.

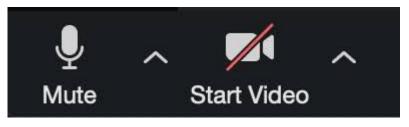




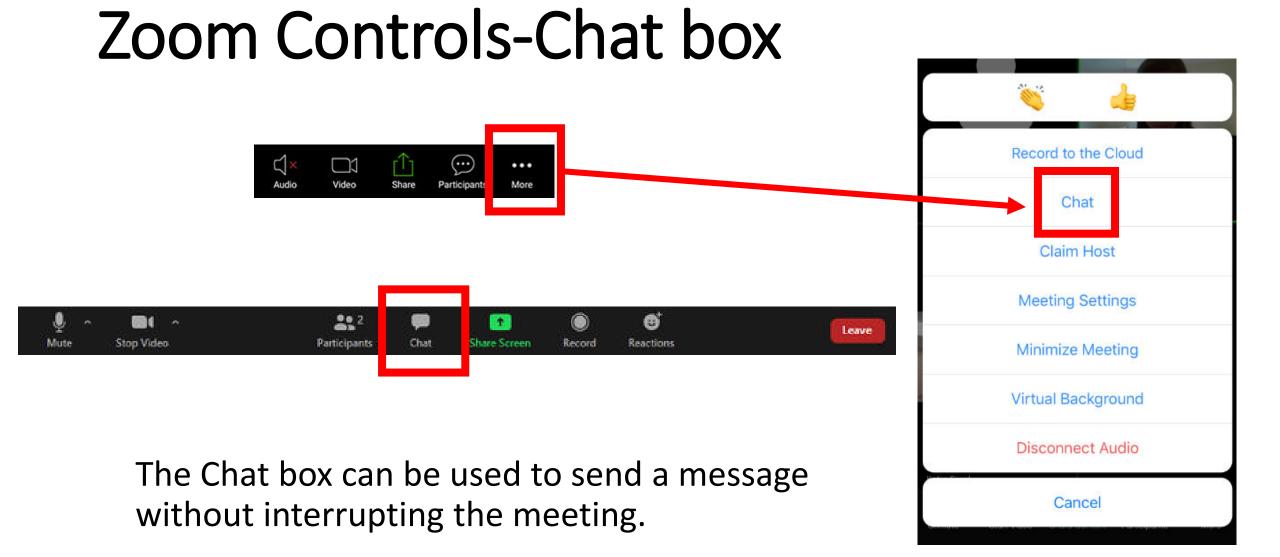


- When you stop your video, other people on the call cannot see you.
- It is good to stop your video when you need to step away from the call or do a private behavior (e.g. blowing your nose).



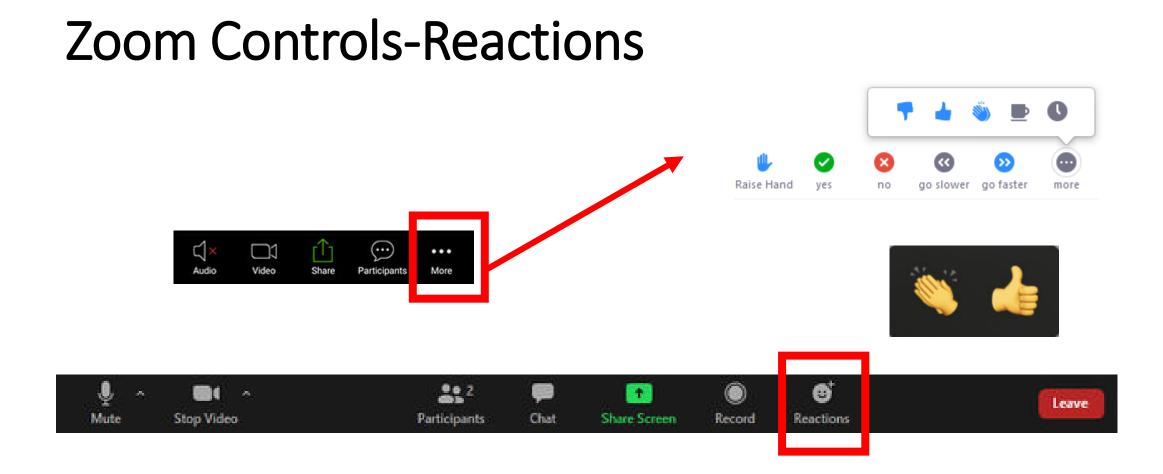


Click or tap on the Stop Video button (button that looks like a camera) to turn off your video. A red slash appears when your camera is off. Only your name or your picture will be shown.



#### Chat Box Everyone (in Meeting) Laura \_ 🗆 × **Zoom Group Chat** Chomedy Dena From Katie Frank to Everyone: I have to step away for a minute. I will be right Matthew back. Tim From Me to Everyone: Nicole Ok, thank you for letting me know. Everyone 🛩 To: From Katie Frank to Everyone: I have a question. Type message Everyone From Me to Everyone: Ok, please unmute your microphone and ask your question. You can send a chat to everyone in File Everyone > ... To: Type message here... the meeting. Or you can send a

chat to only one person.



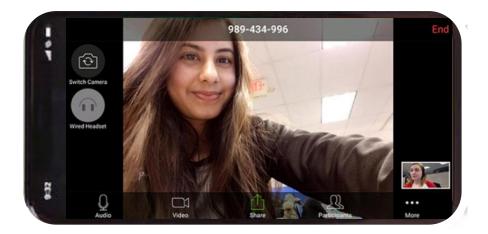
Reactions can also be used to send a message without interrupting the meeting.

# Changing your View

- •Speaker View
  - Shows one person in the meeting most likely the person talking
- •Gallery View
  - Shows everyone in the meeting

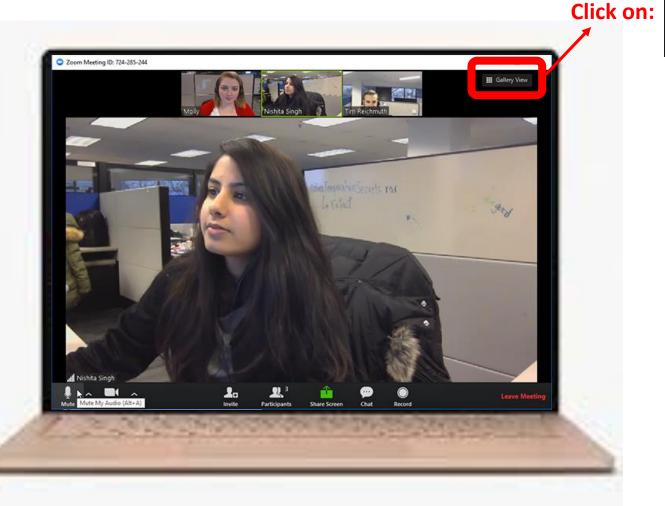
### Zoom Controls - Speaker View





Phone / Tablet

### Zoom Controls – Switch to Gallery View



Gallery View



Phone / Tablet

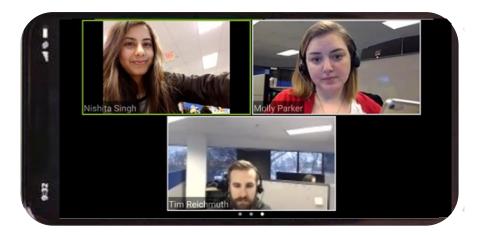
SWIPE FROM RIGHT TO LEFT



Computer

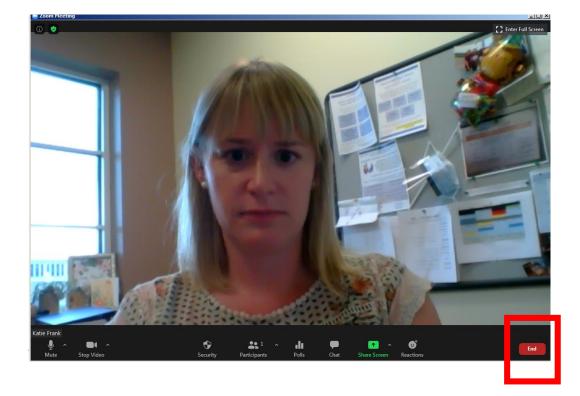
#### Zoom Controls – Gallery View

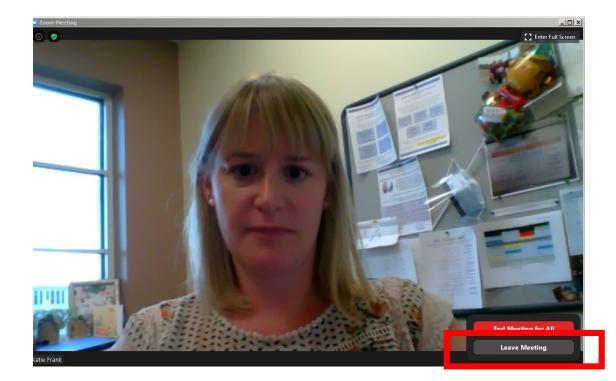




Phone / Tablet

#### Zoom Controls – Leaving a Meeting





#### **Click LEAVE MEETING**

Click END